

# FERPA Compliance and Access to Student Records for UCM Student Workers

This form should accompany any Computer Account Request Form (CARF) for student worker access to student records.

Please read the following 4 pages of information regarding the Family Educational Rights and Privacy Act (FERPA) and fill out the form on the last page.

**After you fill out this form, please return it to the Registrar's Office by one of the following methods:**

- FAX to (660) 543-8400
- E-mail to registrar@ucmo.edu
- Mail or drop off at the Registrar's Office, Ward Edwards, Suite 1000

## The Family Educational Rights and Privacy Act Informational Guidelines

### ***What is FERPA?***

The *Family Educational Rights and Privacy Act of 1974* helps protect the privacy of student education records. The Act provides eligible students the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

### ***What rights does FERPA afford students with respect to their education records?***

- The right to inspect and review their education records within 45 days of the day the university receives a request for access.  
Students should submit written requests to the Office of the Registrar (WDE 1000) and identify the record(s) they wish to inspect. The staff of the office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained in the Office of the Registrar (WDE 1000), the student will be notified of the correct official to whom the request should be addressed.
- The right to request an amendment to the student's education records that the student believes are inaccurate or misleading.  
Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the Office of the Registrar (WDE 1000) or the specific office involved with the record in question (*e.g.* a department office regarding a grade), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.  
If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of the hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is: a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person

or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington DC 20202-5901

### ***Who is protected under FERPA?***

FERPA protects the education records of students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. The education records of students who have applied to but have not enrolled at an institution are not subject to FERPA guidelines, nor are deceased students.

Parents of a student termed as “dependent” for income tax purposes may have access to the student’s education records. A copy of their parent’s most recent Federal Income Tax return, where the parents declared the student as a dependent, must be submitted to the Registrar’s Office (WDE 1000), to document “dependency.”

### ***What are education records?***

With certain exceptions (noted below), an education record is any record (1) which contains information that is personally identifiable to a student, and (2) is maintained by the university. With the exception of information about other students, financial records of parents and confidential letters of reference to which the student has waived access, a student has the right of access to his or her education records.

Education records include any records in whatever medium (handwritten, print, email, magnetic tape, film, diskette, etc.) that are in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

### ***What information is not considered part of an education record?***

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel.
- Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.
- Records relating to individuals who are employed by the institution (unless contingent upon attendance).
- Records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment.
- Records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution, *i.e.*, alumni records.

### ***What is directory information?***

Institutions may disclose information about a student without violating FERPA if it has designated that information as “directory information.” At UCM this includes a student’s:

- Name
- Address (mailing and permanent addresses)
- Telephone numbers
- E-mail addresses
- Major field of study
- Date and place of birth
- County, state, or US territory from which the student originally enrolled
- Dates of attendance
- Anticipated graduation date
- Current enrollment status (full-time/part-time)
- Class standing (freshman, senior, etc.)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Receipt or non-receipt of a degree
- Academic awards received (Dean’s list, graduation with honors)
- The most recent previous educational agency or institution attended by the student

### ***How does a student authorize release of his/her education record in the form of an academic transcript?***

Students must authorize the release of their transcripts by written request with signature or with a secure login through MyCentral. Transcripts can be ordered in MyCentral (the preferred method) or by completing and signing a transcript request form available at <http://www.ucmo.edu/registrar/records/request.cfm>. There is a \$10.00 fee for transcripts (\$15 if being mailed outside of the U.S.). The receipt of a written request with signature to release an education record via fax or as an e-mail attachment is permissible.

### ***Who may have access to student information?***

- The student and any outside party who has the student’s written request.
- School officials (as defined by the University) who have “legitimate educational interests.”
- Parents of a dependent student as defined by the Internal Revenue Code.
- A person in response to a lawfully issued subpoena or court order.

### ***When is the student’s consent not required to disclose information?***

When the disclosure is (one or more of the following):

- To school officials (defined in policy) who have a legitimate educational interest.
- To federal, state and local authorities involving an audit or evaluation of compliance with educational programs.
- In connection with financial aid; this includes Veterans’ benefits.
- To organizations conducting studies for or on behalf of educational institutions.
- To accrediting organizations.
- To parents of a dependent student.
- To comply with a judicial order or subpoena.
- In a health or safety emergency.
- Releasing directory information.
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

## FERPA Compliance and Access to Student Records

I understand that by virtue of employment with the University of Central Missouri, I may have access to records that contain personally identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). I understand that my authorization to access this information is limited only to the extent necessary to perform my assigned duties.

I will take the utmost care not to disclose or discuss any information that I hear, overhear, see, or read while employed as it pertains to students or employees, either individuals or groups. I understand that I may not use my computer access as a student worker to alter any of my own student records including updating curriculum records, contact information, or enrollment and that I will follow the standard procedures established to accomplish these tasks in MyCentral or other approved means.

As an employee of UCM, I understand that I am required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. I understand that I must be very careful not to release this information to the public or to other individuals, including but not limited to university employees who have not been authorized or who do not have a legitimate institutional or business need to know. Any questions regarding release of such information to another person should be directed to my supervisor or their designee.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates UCM policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

By signing this form, I am affirming that I have reviewed and understand all the information regarding FERPA provided on the attached handout and have reviewed the following website (and the links related to this site):  
<https://www.ucmo.edu/registrar/ferpa/>

I understand that all information contained in INB Banner/Ellucian, MyCentral, DegreeWorks, ARGOS, Maxient, Xtender, EAB, student files, e-mail, and other means is regulated by university policy and procedures. Any unauthorized use of these systems could result in the loss of student record access, employment, and possibly disciplinary or criminal action.

### ALL INFORMATION BELOW IS REQUIRED BEFORE ACCESS CAN BE GRANTED

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date (required)

\_\_\_\_\_  
Printed Name (required)

\_\_\_\_\_  
Student ID Number (required)

\_\_\_\_\_  
Department/Office

\_\_\_\_\_  
College /Unit

\_\_\_\_\_  
Supervisor (required)

\_\_\_\_\_  
Phone extension (required)

**After you fill out this form, please return it to the Registrar's Office by one of the following methods:**

- FAX to (660) 543-8400
- E-mail to registrar@ucmo.edu
- Mail or drop off at the Registrar's Office, Ward Edwards, Suite 1000